

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MANAGER – TREASURER

CLASS CODE: 2541

FLSA STATUS: EXEMPT

SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 11/07/2016

DEPARTMENT: TREASURER

JOB SUMMARY

Under the general supervision of the Chief Deputy-Treasurer, perform supervisory and professional accounting work. Manage the collection function for Utah County monies and ensure proper handling of tax payer money.

ESSENTIAL FUNCTIONS

Monitor, and evaluate work of assigned personnel.

Interview, select, supervise, and train part-time help for the tax season.

Maintain yearly schedule of office procedures.

Prepare office payroll, schedule vacation and leave time for employees, and conduct employee performance evaluations.

Responsible for Personal Property Accounts, collections and seize/sale.

Maintain and balance record of property tax collected above original assessment.

Refund over collection of assessment; and withhold adjustments from taxing entities.

Determine final disposition of each file or record according to retention schedule provided by State Archives.

Adjust insufficient draft on real property according to original payment.

Open and close office and verify security of alarm system each night.

Maintain cash flow analysis. Keep proper cash balance daily in bank.

Provide notification to the Utah State Tax Commission of Delinquent Centrally Assessed Properties.

Maintain and submit funds to Utah State Unclaimed Property Division.

Manage notification to tax exempt entities of delinquent taxes.

Compute tax, penalty and interest (fees) amount for partial releases, accept payment and apply adjustment to payment; record lien releases.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

County tax system and government finance
Principles, practices, and methods of budget development and administration
Investment and fund accounting, general ledger accounting, property tax accounting
Interrelationships between community, county, and department services and programs
Applicable federal, state, and local laws, codes, and regulations

Skills and Abilities to:

Research and resolve customer questions and complaints; de-escalate volatile situations
Communicate effectively verbally and in writing
Work under the pressure of deadlines
Lead and work in a team environment

PHYSICAL DEMANDS

Typically sit at a desk or table and work for sustained periods of time maintaining concentrated attention to detail; work long hours during tax season and at monthly/yearly distributions.
Regularly walk, stand, or stoop.
Occasionally lift or otherwise moves objects weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work may expose employee to volatile situations with the public.

EDUCATION AND EXPERIENCE

Bachelor degree in Business Management, Accounting, Finance or a closely related field and three (3) years of professional accounting work experience including one (1) year in a supervisory role. A related master degree may be substituted for one year of professional level accounting work.

LICENSING AND CERTIFICATION

Incumbent must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.